

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, February 26, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Plautz, Sloan, Petty, Ellington, Alt, Zolper, Thurow

Council Members Absent: Kolb

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Attny. Truman, J. Bergin, C. Haggard, M. Hardy, T. Pinion, Tori Spinoso, Heather Kierzek, Chantel Steinhorst, Mike Kohlman, Sean McNevin, Kevin Vodak, Lori Mueller, Warren Mohar, Kilton Holmes, Bekah Stelling, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Wedekind and carried to approve the minutes of January 22, 2019.

1 Abstain - Ellington

Moved by Wedekind, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Baraboo School Board members Mike Kohlman, Sean McNevin, Kevin Vodak and Superintendent Lori Mueller presented their Phase III proposed project
- Roy Mares with Project Recovery explained the services offered to Baraboo residents
- Library Director Jessica Bergin presented the library's new strategic plan and an update on the library expansion project.

PUBLIC HEARINGS

The Mayor announced that this is the published date and time to hear public comment concerning:

- An Amendment to Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add §17.13A, Short-Term Rentals.

No one spoke and the Mayor closed the Public Hearing.

- An Amendment to Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add Pet Grooming as a permitted use in §17.27 B-1 Central Business District, §17.28 B-2 Neighborhood Business District, §17.29 B-3 Highway-Oriented Business District, and §17.32A I-4 Planned Industrial/Business District.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – None.

MAYOR'S BUSINESS

- The Mayor congratulated Tori Spinoso on her 5th anniversary with the Ochsner Zoo. Congratulations Tori!

CONSENT AGENDA

Resolution No. 18-118

THAT the Accounts Payable, in the amount of \$ 5,391,825.88 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 18-119

THAT, Chantel Steinhorst be appointed to the Park & Recreation Commission filling the unexpired term of Dan Lewison serving until July 31, 2020.

Moved by Wedekind, seconded by Ellington and carried that the Consent Agenda be approved-8 ayes.

2ND READING ORDINANCES

Moved by Ellington, seconded by Alt and carried unanimously to approve the 2nd reading of **Ordinance No. 2509** amending the City's Zoning Code- §§17.20 through 17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2510** approving the amended PUD (Planned Unit Development) for Oak Park Property of Baraboo, LLC, at 800 Waldo Street.

NEW BUSINESS**Resolutions:****Resolution No. 18-120**

THAT the Parks and Recreation Department be authorized to purchase a new pickup truck using \$28,000 of budgeted expenditures and \$2,572.50 of funds remaining from the budgeted skid steer purchase

Moved by Petty, seconded by Ellington and carried that **Resolution No. 18-120** be approved-8 ayes.

Resolution No. 18-121

THAT the Parks and Recreation Department be authorized to purchase a walk in freezer for the zoo using \$4,500 of budgeted freezer expenditures, \$2,500 of funds originally budgeted for a tommy lift and \$4,500 of funds originally budgeted for an overhead garage door.

Moved by Alt, seconded by Plautz and carried that **Resolution No. 18-121** be approved-8 ayes.

Resolution No. 18-122

THAT the design for the new kayak launch at Maxwell-Potter recommended by the Parks Commission be approved and constructed in 2019 using received DNR grant and ATC funds received in the amount of \$163,683 pending DNR design approval.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 18-122** be approved-8 ayes.

Resolution No. 18-123

To approve the attached contract for services with the Mueller Communication firm of Milwaukee, WI for a cost of approximately \$2,500.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-123** be approved-8 ayes.

Resolution No. 18-124

To approve MSA's Proposal for a Four-Way Stop warrant analysis for a Lump Sum Fee of \$1,870.

Moved by Wedekind, seconded by Plautz and carried that **Resolution No. 18-124** be approved – 8 ayes

Resolution No. 18-125

To approve MSA's Proposal for asbestos inspection and sampling and lead paint sampling at 314 Depot Street at an estimated cost of \$1,125.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 18-125** be approved – 8 ayes

Ordinances:

Moved by Plautz to amend the regulations to include the banning of dogs from the Arboretum and prohibiting the use of tobacco products in all City parks, seconded by Ellington and carried unanimously to approve the 1st reading of **Ordinance No. 2511** amending Chapter 19, Park Regulations with the revisions.

An Ordinance making certain amendments to Chapter 19, Park Regulations, City of Baraboo General Code of Ordinances;

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

That the following changes are hereby made to Chapter 19, Park Regulations, of the City of Baraboo General Code of Ordinances:

[19.01 Park Management](#)

[19.02 Park, Definition](#)

[19.03 Unlawful Conduct Prohibited](#)

[19.04 Closing Hours](#)

[19.05 Conduct in Zoo Regulated](#)

[19.06 Motor Vehicles](#)

[19.07 Snowmobiles Prohibited](#)

[19.08 Off-the-Road Vehicles Prohibited](#)

[19.09 Camping](#)

[19.10 Use of Park Facilities; Fees and Deposit](#)

[19.11 Consumption of Alcoholic Beverages](#)

[19.12 Pat Liston Dog Park](#)

[19.13 \(Reserved\)](#)

[19.14 \(Reserved\)](#)

[19.15 Penalty](#)

19.01 PARK MANAGEMENT. The Parks and Recreation Director shall be responsible for the day to day operation of City parks in accordance with policies established by the Parks and Recreation Commission and the Council.

19.02 PARK DEFINITION. As used in this

chapter, the term "park" is defined to mean all lands and water heretofore and hereafter acquired by the City for park or recreational purposes, or placed under the jurisdiction of the Parks and Recreation Commission, and includes, without limitation, parks, parkways, greenways, recreational facilities and structures, and privately owned lands the use

of which has been granted or leased to the City for park, recreational or like public purposes.

19.03 UNLAWFUL CONDUCT

PROHIBITED. In addition to unlawful conduct prohibited elsewhere in this code, state statute and federal law It shall be unlawful for any person to commit any of the following acts in or upon any public park within the City.

- (1) **FIRES.** To build any fire, except in grills or fireplaces provided for that purpose and in compliance with Chapter 5 of the Baraboo Municipal Code. No person shall leave any fire unattended and all fires shall be extinguished before leaving the area.
- (2) **GLASS CONTAINERS.** Glass beverage containers of any kind are prohibited in all parks.
- (3) **MOVING PARK EQUIPMENT.** To remove benches, seats, tables or other park equipment from any park or park facility unless prior approval of the Parks and Recreation Director is obtained.
- (4) **FIREWORKS.** To set off fireworks of any kind, except when a public display permit has been issued by the Mayor pursuant to §9.05 of this Code. No sparklers shall be permitted.
- (5) **GAMES, ATHLETICS AND SPORTS.** To engage in any athletic contest, game or activity, except in areas specifically designated for such activity, whereby large areas of public grounds are usurped by the participants to the exclusion and at the peril of injury to others, unless prior approval of the Parks and Recreation Director or designee is obtained. No one shall participate in

playing ball, golf, tennis or archery in any City park, except upon ball fields, golf links, tennis courts or archery ranges, respectively, established by the Commission.

- (6) **SALES.** To vend, sell or offer for sale any food, beverage or other commodity or article to the public within any park without written authorization from the Commission.
- (7) **RULES.** To fail, refuse or neglect to obey the regularly posted rules and regulations of the Parks and Recreation Commission for the use or enjoyment of any facilities.
- (8) **PETS.** To take, have, keep or permit any dog, cat or other domesticated pet in any park in the City, with the following exceptions:
 - a) Dogs are permitted in Deppe Park, a/k/a Deppe Recreation Area, so long as the dog is properly restrained.
 - b) Dogs are permitted on trails, walks and paths through City parks, so long as the dog is properly restrained.
 - c) Dogs are permitted in the Pat Liston Dog Park. (See also, §19.12)
 - d) Service animals, as provided for by the Americans with Disabilities Act of 1990.
 - e) A dog, cat or domesticated pet may be kept within a motor vehicle legally parked in posted parking areas within City parks. (1843 11/28/95)

- f) With prior written authorization from the Parks and Recreation Director or designee.

For the purpose of this section, "properly restrained" shall mean the dog must be on a leash strap, chain, or cord that is no more than eight (8) feet in length and of appropriate strength to control the dog and used by a person of sufficient capability to restrain, control, and guide the dog.

- (9) **MOLESTING ANIMALS.** To molest, disturb, chase or throw objects at any animal or bird within any park.
- (10) **SIGNS.** To paste, glue, tack or otherwise post any sign, placard or advertisement, or solicit business of any nature in any park without prior written authorization from the Parks and Recreation Director or designee.
- (11) **DISORDERLY CONDUCT.** To engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance, endangers other persons or property, or unreasonably interferes with the use of the park by others.

19.04 CLOSING HOURS.

- (1) No person shall be or remain in any park between the hours of 10:00 p.m. and 6:00 a.m., with the exception of the Pat Liston Dog Park, which shall be open from sunrise to sunset, except with written permission granted by the Parks and Recreation Commission or its Director to use the park during said prohibited hours under terms and conditions to be determined by the Parks and Recreation Commission or

its Director; provided this section shall not prohibit passing through a park area on a public roadway, walkway or the Riverwalk without stopping.

- (2) Any park or part thereof may be declared closed to the public by the Parks and Recreation Commission or its Director at any time and for any interval of time, either temporarily or at regular or stated intervals. It shall be unlawful for any person to enter or be present in any park or portion thereof which has been closed to the public.

19.05 CONDUCT IN ZOO REGULATED.

- (1) **HARASSMENT OF ANIMALS.** No person shall engage in any conduct under circumstances which tends to harass, annoy, disturb or endanger the health, welfare, safety and living environment of the Ochsner Park Zoo animals including, but not limited to, teasing, harassing, mocking, throwing objects, spitting, making loud and disturbing noises, feeding harmful foods or drink, touching or hitting with objects, or intentional molestation.
- (2) **FEEDING OF ANIMALS.** No person shall feed or give any substance to any Ochsner Park Zoo animal except for those animals where feeding is specifically allowed by a sign located on or near the animals' cage or enclosure.
- (3) **BARRIERS.** All persons visiting the Zoo shall adhere to and stay behind all barrier structures.
- (4) **DESTRUCTION OF PLANTS PROHIBITED.** It shall be unlawful for any person to disturb or destroy any of the vegetation within the zoo grounds,

specifically for the purpose of feeding the animals.

- (5) **FOOD AND BEVERAGES PROHIBITED.** Visitors are prohibited from taking food or beverages into the zoo.
- (6) **TOBACCO USE PROHIBITED.** The use of tobacco products, including smoking, vaping and chewing tobacco, is prohibited within the zoo grounds.

19.06 MOTOR VEHICLES.

- (1) Except for authorized City employees, no person shall drive or park a motor vehicle in any park except on such roads or parking lots specifically designated for the use of motor vehicles unless specifically permitted in writing by the Parks and Recreation Director.
- (2) No person shall operate a motor vehicle at a speed in excess of 15 miles per hour or in excess of any other posted speed limit, whichever is less.
- (3) No person shall operate a motor vehicle in a reckless or imprudent manner or in any manner which may tend to create a disturbance or endanger the safety of persons using the parks.

19.07 SNOWMOBILES PROHIBITED. It shall be unlawful for any person to operate a snowmobile in any park.

19.08 OFF-THE-ROAD VEHICLES PROHIBITED. Except for authorized City employees, it shall be unlawful for any person to operate any mini-bike, go-cart, motorcycle or other off-the-road vehicle in any park unless specifically permitted in writing by the Parks and Recreation

Director.

19.09 CAMPING. No camping shall be permitted in any park, except upon the written permission of the Parks and Recreation Commission and in campground areas designated by the Commission.

19.10 USE OF PARK FACILITIES; FEES AND DEPOSIT.

- (1) **RENTAL FACILITIES.** The Schedule of Rental Facilities and respective fees as established by the Parks and Recreation Commission on file in the office of the Parks and Recreation Director is hereby adopted by reference. It shall be unlawful for any person to use such rental facilities for an event that requires a reservation without first paying the designated fee.
- (2) **RESERVATION OF OTHER PARK FACILITIES.** Other park facilities and park areas may be reserved on a first-come first-served basis upon making application to the Parks and Recreation Director.
- (3) **DEPOSITS.** The Parks and Recreation Director may require a cash deposit for any reserved park facilities. All or part of said deposit may be retained in the event the facility or area is not cleaned up or if facility keys are not returned.

19.11 CONSUMPTION OF ALCOHOLIC BEVERAGES. The possession and consumption of beer and wine is permitted in all parks when possessed and/or consumed in compliance with all other relevant local and state laws, with the following exceptions.

- (1) **PIERCE PARK COMPLEX.** No person shall sell, possess or consume any alcohol beverages within the Pierce Park

Complex except as authorized by and pursuant to the Park and Recreation Commission Lease of the Concession Stand at the Park. During the times when the Tenant of the Pierce Park Concession Stand is not open for business, fermented malt beverages and wine may be brought in and consumed in the Pierce Park Complex if specifically permitted in writing by the Parks and Recreation Director. (1512 05/10/88)

- (2) **ZOO CREW FEST.** No person shall sell, possess or consume any alcohol beverages within Lower Ochsner and Attridge Parks during those dates and times as established by resolution of the Park and Recreation Commission for the annual Baraboo Zoo Crew Fest held at Ochsner and Attridge Parks, except as authorized and pursuant to any Park and Recreation Commission lease of said Parks. (1643 05/12/92)

- (3) **PARK PROHIBITIONS.** Alcoholic beverages may not be consumed in the following parks at any time: Campbell Park, Hackett Hollow Conservancy, Liston Dog Park, Nanny Park and on the Riverwalk. An exception may be made for Nanny Park for beer and/or wine as part of a special event license (See §12.05, City Code).

19.12 PAT LISTON DOG PARK. Dogs are permitted to run unleashed in the designated and fenced area of the Pat Liston Dog Park, subject to the following conditions:

- (1) Children under the age of 16 must be with an adult.
- (2) Each handler is allowed a maximum of two dogs in the park at a time.

- (3) Only one person and their dog(s) are allowed in the release area at a time.
- (4) Dogs must be on a leash when entering and exiting the off leash area.
- (5) Handlers must remain inside the designated area at all times when their dog(s) are off leash.
- (6) Choke, prong, pinch and spike collars are not allowed on dogs in the off leash area.
- (7) Female dogs in heat are not permitted.
- (8) Strollers, bikes, skis, rollerblades and children's toys are prohibited.
- (9) Food, smoking, glass containers and barefeet are prohibited.
- (10) Aggressive dogs and dogs exhibiting aggressive behavior must be removed immediately.
- (11) Handlers must either use the provided waste bags or bring their own shovel, scoop or bag for removal of fecal matter and must remove and deposit the fecal matter in the provided a waste containers.
- (12) Dogs must be licensed by the city of Baraboo or other governmental agency, or the handler must have in his or her possession written proof that the dog is currently vaccinated against rabies.
- (13) All dogs must have a current dog park permit. (See also, §12.08A).
- (14) Handlers must fill in any holes dug by their dog(s) immediately using the provided fill.

19.13 to 19.14 (Reserved)

19.15 PENALTY. Any person who violates any provision of this chapter may be subject to a penalty as provided in §25.04 of this code.

This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of

Ordinance No. 2512 amending Section 9.08(4) of the Baraboo Municipal Code to allow the consumption of both fermented malt beverages and wine in City parks.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 9.08(4) of the Baraboo Municipal Code is amended as follows:

(4) **EXCEPTIONS.**

- (a) The prohibitions in subs. (2) and (3) above shall not apply to those events or activities that are otherwise permitted or licensed pursuant to Chs. 12 and 19 of this Code.
- (b) The prohibitions in sub. (2) above shall not apply to the consumption of fermented malt beverages **or wine** in City parks, except as otherwise prohibited in Ch. 19 of this Code.
- (c) The prohibitions in subs. (2) and (3) above shall not apply to those persons who transport unopened fermented malt beverages or intoxicating liquor from a point of purchase to their destination unless it is in violation of §346.93 or 125.09(2), Wis. Stats.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Ellington, seconded by Alt and carried unanimously to approve the 1st reading of **Ordinance No. 2513** amending the Short-Term Rental regulations.

An Ordinance amending §17.08 (89L) and adding Section §17.13A to Zoning Code to regulate Short-Term Rentals.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

17.08

DEFINITIONS. Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the same meaning as they have at common law. (1652 09/14/92, 2446 08/23/2016)

(89L)

Short-Term Rental means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days, as defined in § 66.0615 (1)(dk), Wis. Stat.

17.13A SHORT-TERM RENTALS

- (1) **PURPOSE.** The purpose of this ordinance is to ensure that the quality of short-term rentals operating within the City is adequate for protecting public health, safety and general welfare, including: establishing minimum standards of space for human occupancy and for an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering

these properties for tourists or transient occupants, to protect the character and stability of all areas, especially residential areas, within the City; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and providing for the administration and enforcement thereof.

- (2) **DEFINITIONS.** For the purpose of administering and enforcing this Article, the terms or words used herein shall be interpreted as follows:

Clerk means the City Clerk of the City of Baraboo or designee.

Corporate Entity means a corporation, partnership, limited liability company, or sole proprietorship licensed to conduct business in this state.

License means the Short-Term Rental License issued under this Article.

Owner means the owner of a short-term rental.

Owner occupied means the Owner resides in the premise a minimum of 210 days per year.

Person shall include a corporation, firm, partnership, association, organization and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any Article of this Article prescribing a penalty or fine, as to partnerships or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers,

agents or members thereof who are responsible for any violation of such Article.

Property Manager means any person that is not the Owner that is appointed to act as agent and/or provides property management services to one or more short-term rental.

State means the State of Wisconsin Department of Health, or its designee.

(3) **SHORT-TERM RENTAL LICENSE.**

(a) All License applications shall be filed with the Clerk on forms provided. Applications must be filed by the Owner. No license shall be issued unless the completed application form is accompanied by payment of the required fee.

(b) Each application shall include the following information and documentation for each short-term rental unit:

- i. Owner's name, address and phone number;
- ii. Property Manager's name, address and phone number, if applicable (see §17.xx(4), below);
- iii. A copy of State of Wisconsin License for a Tourist Rooming House License issued under §254.64, Wis. Stat;
- iv. A copy of a completed State Lodging Establishment Inspection form dated within one (1) year of the date of issuance or renewal;

- v. Proof of insurance (see §17.XX(5)(12), below);
 - vi. Floor plan and requested maximum occupancy;
 - vii. Site plan including available onsite parking;
 - viii. A Room Tax Permit issued pursuant to §3.14, Baraboo Municipal Code;
 - ix. A Seller's Permit issued by the Wisconsin Department of Revenue;
 - x. An employer identification number issued by the Internal Revenue Service.
- (c) Each permit and license shall run during a calendar year. Any application which does not include all of the information and documentation shall not be considered as complete.
- (d) When satisfied that the application is complete, the Clerk shall forward the application to the appropriate City Departments for review. If the Clerk in consultation with City staff determines that the application meets the requirements of this Article, the Clerk shall approve the application. If the Clerk in consultation with City staff determines that the application does not meet the requirements of this Article, the Clerk shall deny the application.
- (e) No License shall be issued or renewed unless there is filed with the Clerk a completed Fire Inspection Report dated not more than one (1) year before the date of issuance or renewal.
- (f) No License shall be issued or renewed if the applicant or property has outstanding fees, taxes or forfeitures owed to the City, unless arrangements for payment have been approved by the Clerk.
- (4) PROPERTY MANAGER.
- (a) A Property Manager is required for any short-term rental that is not owner occupied.
- (b) To qualify as a Property Manager, the Property Manager must meet the following requirements:
- i. Be a natural person residing in or within twenty-five (25) miles of the City, or a corporate entity with offices located within twenty-five (25) miles of the City.
 - ii. Not have pending any criminal charge or been convicted of a felony or misdemeanor of any offense involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another.
- (c) Each Property Manager shall be authorized by the Owner to act as the agent for the Owner for the receipt of service of notice of violation of this Article's provisions and for service of process pursuant to this Article and shall be authorized by the Owner to allow City employees, officers and their designees, to enter the Owner's property for purposes of inspection and enforcement of this Article and/or the City Municipal Code.
- (5) OPERATION OF SHORT-TERM RENTALS.

- (a) No person may maintain, manage, or operate a short-term rental more than six (6) nights in a 365-consecutive day period without a License.
- (b) Every short-term rental shall be operated by an Owner or Property Manager.
- (c) Each short-term rental shall comply with all of the following:
- i. No vehicular traffic shall be generated that is greater than normally expected in the residential neighborhood.
 - ii. There shall not be excessive noise, fumes, glare, vibrations generated during the use.
 - iii. Name plates or other signage shall not exceed one square foot. No other signage advertising the short-term rental is permitted on site. Off-site advertising in media channels relating to the availability of the rental may take place only after all City, County and State permits and licenses have been obtained.
 - iv. The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable county and City housing regulations based upon the number of bedrooms in each unit.
 - v. No recreational vehicles (RVs), camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
- vi. Any outdoor event held at the short-term rental shall last no longer than one day, occurring between the hours of 8:00 a.m. and 10:00 p.m. Any activities shall be in compliance with other noise regulations of the City.
 - vii. Compliance with all applicable state, county, and local codes and regulations is required.
 - viii. Annual general building inspection is required prior to issuance or renewal of the license, to be conducted by the Building inspector and Fire Inspector at the sole cost of the Owner.
 - ix. Short-term rental licenses are issued for one year period and must be renewed annually as provided for in this Article.
 - x. Each short-term rental shall carry casualty and liability insurance at all times and issued by an insurance company authorized to do business in this state by the Wisconsin Office of the Commissioner of Insurance, with liability limits of not less than \$300,000 per individual and \$1,000,000 aggregate.
 - xi. Each short-term rental shall maintain the following written records for each rental of the dwelling unit: the full name and current address of any person

renting the property, the time period for that rental, and the monetary amount or consideration paid for that rental.

- xii. Each license shall be displayed on the inside of the main entrance door of each short-term rental.

(6) RENEWAL.

- (a) Each application for a renewal License shall include updated information for the documentation on file with the Clerk and payment of the applicable fee. The Clerk shall verify that the information provided on the renewal application is complete and in accordance with the requirements of this Article. The Clerk shall request reports from the Police Department and Zoning Administrator regarding any complaints received, calls for service or actions taken regarding the short-term rental properties.
- (b) The Clerk shall issue renewal licenses within thirty (30) days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Article and/or the reports from the Police Department and the Zoning Administrator indicate that there are complaints or actions involving the property that substantially relate to the use of the property as a short term rental. If the Clerk finds that the license or permit should not be renewed, the Clerk shall deny the renewal.
- (c) No License shall be renewed if the applicant or property has outstanding fees, taxes or forfeitures

owed to the City, or is under an order issued by the Building Inspector, Fire Inspector, Zoning Administrator or Police Department to bring the premises into compliance with City ordinances, unless arrangements for payment have been approved by the Finance Director.

(7) STANDARDS FOR SHORT-TERM RENTALS.

- Each short-term rental shall comply with this Article's requirements or any other applicable City ordinance. Each short-term rental shall comply with the following minimum requirements:
- (a) One (1) internal full bathroom for every four (4) occupants;
 - (b) Not less one hundred fifty (150) square feet of floor space for the first occupant thereof and at least an additional one hundred (100) square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any premises without a separate enclosed bedroom is two (2) people;
 - (c) Not less than one (1) onsite off-street parking spaces for every four (4) occupants based upon maximum occupancy;
 - (d) At least two safe, unobstructed means of egress from the short-term rental leading to safe, open space at ground level;

- (e) Shall have functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code;
 - (f) Shall not have an accessible wood burning fireplace unless the property owner provides a certificate from a properly licensed inspector, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances;
 - (g) Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking or any other purpose on any balcony, deck or under any overhanging structure or within ten (10) feet of any structure;
 - (h) Shall not have a fire pit or other similar device used for heating or any other purpose on any balcony, deck or under any overhanging structure or within fifteen (15) feet of any structure.
- (8) APPEAL AND LICENSE REVOCATION
- (a) The denial of a License application or renewal under this Article may be appealed by filing a written appeal request with the Clerk within ten (10) calendar days of the City's notice of denial. The appeal shall be governed by Chapter 6 of the Baraboo Municipal Code.
- (b) A License may be revoked by the Clerk for one or more of the following reasons:
- i. Failure of the Owner to make timely payment on taxes or debt owed to the City;
 - ii. Failure of the Owner to make timely payment of the room tax;
 - iii. Determination by the Chief of Police that the property is a Chronic Nuisance Premises, as defined by §10.05A, Baraboo Municipal Code.
 - iv. Failure to maintain all required local, county, and state licensing requirements;
 - v. Failure to use the property as a short-term rental within twelve (12) months of obtaining the License;
 - vi. Any violation of local, county, or state laws that substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.
- (9) PENALTIES
- (a) Any person who violates any provision of this Article shall be subject to a penalty as provided in §25.04, Baraboo Municipal Code.
 - (b) Penalties set forth in this Article shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Article or otherwise
- (10) FEES. Initial and renewal Short-Term Rental application fee shall be \$200.00. This fee is nonrefundable and due upon application or renewal

submission to the Clerk.

- (11) **SEVERABILITY**. If any provision of this Article and its ordinances is held invalid or unconstitutional by any court of competent jurisdiction, such a

decision shall not affect the validity of any other provision of this Article or its ordinances. It is hereby declared to be the intention of the City of Baraboo that all provisions of this Article and its ordinances therein are separable.

This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2514** allowing Pet Grooming in areas of the City that are zoned B-1, Central Business District, B-2, Neighborhood Business District, B-3, Highway-Oriented Business District and I-4, Planned Industrial/Business District.

An Ordinance amending Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add a definition of “Pet Grooming” under §17.08(78B) and to make Pet Grooming a principal permitted use in the B-1 Central Business District, B-2 Neighborhood Business District, B-3 Highway-Oriented Business District, and I-4 Planned Industrial/Business District.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. The creation of a definition for “Pet Grooming” under §17.08(78B), City of Baraboo Code of Ordinances, to read:

PET GROOMING means an establishment kept for the purpose of providing nonmedical services such as bathing, trimming, shaving, or styling for dogs and/or cats for the purpose of cleanliness or the maintenance of the dog and/or cat’s coat or claws and where all such services, in addition to the temporary kenneling of the dogs and/or cats both prior to and after receiving the services, occurs indoors.

2. The addition of Pet Grooming as a permitted use under §§17.27, 17.28, 17.29 and 17.32A of the City of Baraboo Code of Ordinances:

17.27 B-1 CENTRAL BUSINESS DISTRICT.

...

(2) PRINCIPAL PERMITTED USES

...

(bl) Pet Grooming

17.28 B-2 NEIGHBORHOOD BUSINESS DISTRICT.

...

(2) PRINCIPAL PERMITTED USES

...

(am) Pet Grooming

17.29 B-3 HIGHWAY-ORIENTED BUSINESS DISTRICT.

...

(2) PRINCIPAL PERMITTED USES

...

(ch) Pet Grooming

17.32A I-4 PLANNED INDUSTRIAL/BUSINESS DISTRICT.

...

(2) PRINCIPAL PERMITTED USES

...

(d) Highway Oriented Business uses:

...

86. Pet grooming.

This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Ellington, seconded by Plautz and carried unanimously to approve the 1st reading of **Ordinance No. 2515** amending Section 9.10(3)(b) regarding the raising of chickens.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN
AS FOLLOWS:

1. Section 9.10(3)(b) of the City of Baraboo Municipal Code is amended as follows:

Clean Version Of Ordinance, Edits To Current Ordinance Accepted:

Chickens. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the following conditions are met: (2458 08/27/17)

1. Permit Required. The keeping of chickens shall require a permit issued by the City Clerk.
 - a. Application and Review. Upon receipt of a completed permit application, other than a renewal application pursuant to Subs. (1)(c), below, the City Clerk shall notify by regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.
 - i. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, and at the meeting the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the application so long as the following are satisfied:
 1. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.

2. The applicant does not have a history of non-compliance with this ordinance, or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
 3. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.
 4. The applicant has no prior convictions for animal cruelty or related offenses.
 5. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any ordinance of the City.
- ii. If an objection is not received, the Chief of Police or designee shall approve the City Clerk's issuance of the permit so long as the following are satisfied:
 1. The applicant does not have a history of non-compliance with this ordinance or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
 2. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.
 3. The applicant has no prior convictions for animal cruelty or similar offenses.
 4. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.
- b. Expiration. All permits shall expire on June 30 of every odd numbered year.
 - c. Renewal. Current permit holders may apply for a renewal license at any time, but no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the issuance of a renewal permit, the City Humane Officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to apply for a new license pursuant to Subs. (1)(a), above.
 - d. Revocation. In the event that a permit holder accumulates three violations of this section within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a determination on the revocation based on whether there are validated complaint(s) investigated by the Baraboo Police Department.
 - e. Denials and Non-Renewals. The denial, non-renewal or revocation of a permit shall not preclude an applicant from applying for a permit at any time in the future.

- f. Non-Transferrable. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall then be voided by the City Clerk.
 - g. Fees. The application fee for a permit shall be \$25.00, except the application fee for a renewal permit pursuant to Subs. (1)(c), above, shall be \$10.00. All fees are non-refundable, cannot be non-prorated, and are due in full prior to the processing of the application by the City Clerk.
 - 2. Parcel, Coop and Run Requirements.
 - a. Chicken coops and runs shall not be located closer than 10 feet to any lot line and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.
 - b. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling. In addition, all contiguous properties to the lot upon which the chickens are raised shall contain only a single-family or two-family dwelling.
 - c. A zero lot line duplex is not qualified to have chickens.
 - d. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken.
 - e. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained.
 - f. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building.
 - g. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped.
 - h. Chickens shall be kept in the covered coop or in the fenced run at all times.
 - 3. Miscellaneous Provisions.
 - a. Chickens shall not be allowed inside of a residence.
 - b. Chickens may only be raised on the property of the owner, or if a tenant, with the written consent of the owner.
 - c. Roosters and crowing cockerels shall not be kept.
 - d. The slaughtering of chickens in the Residential Zoning Districts is prohibited.
 - e. The standards and requirements of §12.13(16) & (17)(b) of the Baraboo Municipal Code shall fully apply to the keeping of chickens.

Redlined Version, Showing Edits To Current Ordinance:

Chickens. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the following conditions are met: (2458 08/27/17)

- 4. Permit Required. The keeping of chickens shall require a permit issued by the City Clerk.
 - a. Application and Review. Upon receipt of a completed permit application, other than a renewal application pursuant to Subs. (1)(c), below, the City Clerk shall notify by

regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.

- i. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, and at the meeting the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the application so long as the following are satisfied:
 1. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.
 2. The applicant does not have a history of non-compliance with this ordinance, or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
 3. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.
 4. The applicant has no prior convictions for animal cruelty or related offenses.
 5. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any ordinance of the City.
- ii. If an objection is not received, the Chief of Police or designee shall approve the City Clerk's issuance of the permit so long as the following are satisfied:
 1. The applicant does not have a history of non-compliance with this ordinance or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
 2. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.
 3. The applicant has no prior convictions for animal cruelty or similar offenses.
 4. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.
- b. Expiration. All permits shall expire on June 30 of every odd numbered year.
- c. Renewal. Current permit holders may apply for a renewal license at any time, but no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the issuance of a renewal permit, the City Humane Officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to apply for a new license pursuant to Subs. (1)(a), above.
- d. Revocation. In the event that a permit holder accumulates three violations of this

section within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a determination on the revocation based on whether there are validated complaints investigated by the Baraboo Police Department.

- e. Denials and Non-Renewals. The denial, non-renewal or revocation of a permit shall not preclude an applicant from applying for a permit at any time in the future.
 - f. Non-Transferrable. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall then be voided by the City Clerk.
 - g. Fees. The application fee for a permit shall be \$25.00, except the application fee for a renewal permit pursuant to Subs. (1)(c), above, shall be \$10.00. All fees are non-refundable, cannot be non-prorated, and due in full prior to the processing of the application by the City Clerk.
5. Parcel, Coop and Run Requirements.
- a. Chicken coops and runs shall not be located closer than ten feet to any lot line, and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.
 - b. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling. In addition, all contiguous properties to the lot upon which the chickens are raised shall contain only a single-family or two-family dwelling. A zero lot line duplex is not qualified to have chickens. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped. Chickens shall be kept in the covered coop or in the fenced run at all times.
6. Miscellaneous Provisions.
- a. Chickens shall not be allowed inside of a residence.
 - b. Chickens may only be raised on the property of the owner, or if a tenant, with the written consent of the owner.
 - c. Roosters and crowing cockerels shall not be kept.
 - d. The slaughtering of chickens in the Residential Zoning Districts is prohibited.
 - e.
 - f.

- g.
- h. he standards and requirements of §12.13(16) & (17)(b), Baraboo Municipal Code, shall fully apply to the keeping of chickens.

This Ordinance shall take effect upon passage and publication as provided by law.

OTHER ACTIONABLE ITEMS:

The Mayor introduced Heather Kierzek. Moved by Ellington, seconded by Alt to appoint Heather Kierzek as Alderperson for District #8 to serve until April 21, 2020. Motion carried unanimously.

ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Zolper thanked the Council for letting him serve with them. The Mayor, City Administrator and everyone that it takes to run the City, thank you for doing such a great job. One of his first memories is of touring all the different departments and learning what it takes to run the City. We really do a great job and it's been a pleasure.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for January, 2019 - Treasurer, Building Inspection, Fire Dept.

Minutes from the Following Meetings –

Finance/Personnel Committee – Dennis Thurow Committee Rm, #205

January 22, 2019

Members Present: Petty, Thurow, Sloan

Absent: none

Others Present: Mayor Palm, E. Geick, E. Truman, T. Pinion, Chief Schauf, B. Zeman, M. Hardy, C. Haggard, P. Cannon (by phone)

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Sloan to approve the minutes of January 8, 2019. Ald. Petty asked that the agenda be amended to move the Community Development Block Grant item to “a”. Moved by Sloan, seconded by Thurow to adopt the agenda as amended and carried unanimously. Motion carried unanimously.

Action Items

- a) **Community Development Block Grant (CDBG) funding, the CLOSE program and future grant funding under the CDBG program** – P. Canon noted that the Close Program has been approved. This program will allow the City to pay the State for the CDBG loan receivables and then apply for a grant to get this money back. The Lake Street project will qualify for this grant. The money for the Lake Street project is currently sitting as cash and can be used to pay off the loans. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- b) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council approval of the accounts payable for **\$980,693.28**. Motion carried unanimously.
- c) **Contract with MSA Professional Services to provide a Swimming Pool Needs Assessment Study, \$17,900** – M. Hardy explained that the budget includes \$20,000 for this Pool Assessment. In addition to the facilities study, it also includes a programming study. They will advise us on what the community is looking for as far as programs offered within the pool. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- d) **Agreement with Mueller Communications, LLC** – Adm. Geick explained that during the crisis with the School District and the picture, Adm. Geick along with the Mayor felt that the City needed outside help to deal with some of the issues and to assist in putting together some of the wording on press releases and other things. This is an unbudgeted expense with an estimated total cost of \$2,200. At this time, Adm. Geick is not expecting any additional expenses. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

Informational Items

- a) City Attorney's report on insurance claims – None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:33pm.

Administrative Committee**February 4, 2019**

Present: Alderpersons John Alt, John Ellington and Michael Zolper

Absent: -

Also Present: Mayor, Mike Palm; City Administrator, Edward Geick; Police Chief, Mark Schauf, Emily Truman, City Attorney, Finance Director, Cynthia Haggard and City Clerk, Brenda Zeman

The meeting was called to order by Chairman John Alt at 12:00PM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of December 10, 2018, seconded by Alt and unanimously carried.

Motion by Ellington to approve agenda, seconded by Alt and unanimously carried.

Review and recommendation to City Council to change the City Code to allow for the consumption of wine in certain parks, in addition to already permitted fermented malt beverages.

Truman began by stating the Parks and Recreation Commission reviewed and overhauled City Chapter 19, Park's Rules and Regulations. There were discrepancies as to what was allowed in the Code compared to other sections of the Code regarding drinking alcohol in parks. The Park's Commission is recommending to Council to allow the consumption of fermented malt beverages along with wine in most, but not all, City parks.

To make things consistent, there are other changes in sections of the Code. Truman emphasized that it was very important if one change is being made in the Code, if there are other corresponding things elsewhere in the Code, they are done at the same time.

Chief Schauf commented that prior to the recommended change, a person could walk on the River Walk with an open beer. He emphasized this allowance wasn't the intent of the River Walk. The bigger change in the Code is allowing a person sitting in the park to have a beer and wine. Before, it was just a beer.

Ellington questioned whether or not a person could have a drink on one of the benches on the River Walk. Chief Schauf responded that with the passage of the change in the Code, the benches will be one of the prohibited areas.

Motion to recommend the Council to consider changing the City Code to allow for wine in certain parks, in addition to already permitted fermented malt beverages by Ellington, seconded by Zolper and unanimously carried.

Review and recommendation to the Common Council to approve the proposed amendments to §9.10(3)(b), Baraboo Municipal Code, pertaining to raising chickens in the City of Baraboo.

Truman explained that the changes to the code are clarifications to the length of time for the permits. As it stands, citizenry could make an argument that the permit is one year, or two years. Truman confirmed with Chief Schauf and Clerk Zeman that the two-year license is fine.

Another change to the Code is that all initial applications will be reviewed by Chief Schauf unless one of the neighbors notified as the result of the application process has a concern. In that case, the application will still come to the Commission to make a decision.

Language related to revocation has changed. If an offense is egregious it's a violation of Chapter 9.51, which is the animal cruelty State Statute. The permit can be automatically revoked pending an appeal. The appeal will be to the Administrative Committee.

Motion to recommend the Council to consider changing the City Code to approve the proposed amendment to §9.10(3)(b), Baraboo Municipal Code, pertaining to raising chickens in the City of Baraboo by Zolper, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be March 4, 2018 at 12:00PM CST. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Zolper and unanimously carried. Meeting adjourned at 12:18PM CST.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID), BOARD OF DIRECTOR'S MTG.

January 16, 2019

Members Present: S. Fay, B. Stelling, M. Zolper, T. Wickus, D. Ender, N. Marklein Bacher, L. Stanek

Members Absent: L. Stanek, D. Ender

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:48PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Byberg, seconded by Wickus and unanimously carried to approve the minutes of November 21, 2018.

Agenda: Moved by Wickus, seconded by Byberg and unanimously carried to approve the agenda as published.

Reports of Officers and Committies

President – Ad-hoc parking committee is being formed

Appearance – City will take down wreaths soon

Business Development – Both Pop-Up shops have closed. Baraboo Children's Museum has moved to east side.

Promotions – Exploring opportunities for additional ad opportunities

Branding Update – New logo distributed and discussed next steps and agenda for next meeting.

Old Business:

Bench update – Prices received for painting; Plan to replace 1-2 per year.

Branding initiative update – Bobbie Boettcher presentation

New Business:

1.	Vouchers	City of Baraboo	896.26
		Downtown Baraboo, Inc.	250.00
		Wisconsin Public Radio	320.00
		Gatehouse Gardens	645.00
		Gatehouse Gardens	800.00
		Lamar	3,375.00
		Downtown Baraboo, Inc.	4,700.00
		Vinyl Graphics for You	<u>240.24</u>
		TOTAL: \$	7,851.50

Moved by Wickus, seconded by Zolper, and unanimously carried to approve the vouchers.

2. Nanny Park – Individual with concern regarding fence is now working with the City.
3. Garbage – Inquiry as to why garbage pickup is not included in taxes.
4. Discussion of parking committee formed for county.

Correspondence & Announcements:

Next Meeting: Wednesday, February 20, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Stelling, seconded by Wickus to adjourn at approximately 6:18 p.m.

Copies of these meeting minutes are on file in the Clerk's office:

UW Campus Comm.	01-17-19	Airport	04-23-18, 04-30-18
Park & Recreation	1-21-19	CDA	1-15-19
Library	1-15-19	Public Arts	1-31-19
Library Bldg. & Grounds	2-7-19		
PFC	12-17-18, 1-7-19, 1-8-19, 1-21-19, 1-31-19, 2-8-19		

CLOSED SESSION

Moved by Petty, seconded by Wedekind to go into Closed Session as per §19.85(1)(g), Wis. Stat., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to

become involved (claim filed pursuant to §893.80, Wis. Stat., alleging improper use of force will likely result in litigation).

Council Members Present: Wedekind, Plautz, Sloan, Petty, Ellington, Alt, Zolper, Thurow

Council Members Absent: Kolb

Others Present: Chief Schauf, Adm. Geick, Att. Truman, Mayor Palm, Clerk Zeman, C. Haggard, H. Kierzek

OPEN SESSION

Moved by Ellington, seconded by Alt and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session. No action taken at this time.

Petitions and Correspondence Being Referred:

Letter from Phil Skwor concerning disclosure of entering into an agreement with the City of Baraboo to lease his bucket truck on an as-needed basis for tree trimming and removals.

ADJOURNMENT

Moved by Sloan, seconded by Petty, and carried on voice vote, that the meeting adjourn at 8:53pm.

Brenda Zeman, City Clerk